

APPROVED September 13, 2001 with the  
~~following~~ correction: P2, 3rd paragraph,  
UT should be "Baylor".

## HOUSTON AREA HIV SERVICES RYAN WHITE PLANNING COUNCIL



*We envision an educated community where the needs of all HIV/AIDS infected and/or affected individuals are met by accessible, effective, and culturally sensitive health and psychosocial services that are part of a fully coordinated system. The community will continue to intervene responsibly until the end of the epidemic.*

*The Houston Eligible Metropolitan Area (EMA) Ryan White Planning Council will improve the quality of life and advocate for those infected and/or affected with HIV/AIDS by taking a leadership role in the planning and assessment of HIV resources*

### MINUTES

Thursday, August 9, 2001

#### MEMBERS PRESENT

Lou Vanech, chair  
Skeet Boyle  
Michael DeGuzman  
Johnetta Evans-Thomas  
Veronica Garza  
Johnny Harris, Jr.  
John Humphries  
Veronica Jacobs  
Catherine Kirkwood  
Christopher Lahart  
Albert McKinney  
Lupe Martinez  
Douglas Morse  
Peter Moya  
Carlos Navarro  
Joseph Osei-Frimpong  
Johnnie Petry  
Emily Reeves  
Kaye Reynolds  
Kimbrae Sanders  
Paul Simmons  
Michael Springer  
Thomas Vaughan  
Steven Walker  
Lesley Williams  
Tracy Wilson

#### MEMBERS ABSENT

JM Allen  
Gwen Beal, excused  
Steve DeCorte, excused  
Roy Delesbore, excused  
Paula Downes, excused  
Marlene McNeese-Ward, excused  
Nancy Miertschin, excused  
Lynn Pannill, excused  
Lucy Reyna, excused  
Thomas Urban, excused

#### OTHERS PRESENT

Christopher Schmitt, TRG  
Ken Malone, TAF  
Alice Sarmiento, PWACH  
Erin White, PWACH  
Sharon Smith, FUUSA  
Naomi Madrid, PWACH  
Dena Gray, PWACH  
Joyce LeBlanc  
Gloria Rodriguez  
R. Jefferson, III  
Bill Kersten, BOCS  
Katy Caldwell, MC  
Charles Henley, HIV Services  
Jim Stanley  
Manuel Fields  
Cathy Wiley  
Joseph Goodley, Public Comment  
Natalie Vanek, Public Comment  
Tori Williams, RWPC  
Georgette L. Monaghan, RWPC  
Modelle Brudner, Judge Eckels

**Call to Order:** Vanech, Chair, called the meeting to order at 11:44 a.m. He asked for a moment of reflection for former Council member Maureen Carrillo since she is in the hospital.

Adoption of the Agenda: *Motion: it was moved and seconded (Springer, Moya) to adopt the agenda. Motion carried.*

Vanech introduced the new members (Navarro, Simmons, Williams, L.) and invited each of them say a few words about themselves.

**Approval of the Minutes:** *Motion: it was moved and seconded (Humphries, Wilson) to approve the July 12, 2001 minutes with the following changes: mark excused for Osei-Frimpong, and under "Others Present" the correct spelling is J Valerius, TRG.) . Motion carried.*

**Report on the United Nations Special Session on HIV/AIDS:** See attached report from Malone.

**Public Comment:**

Dr. Joseph Goodley, UT physician, asked the Council why they dropped the program for which he was hired? He serves 600+ clients at Thomas Street. DeGuzman stated that the Council does not contract with agencies. LaHart stated that this is an issue between the Hospital District and the UT Medical Department. Williams, T. stated that the Council does not make contracts with agencies and that Council members should not be involved in a discussion of this nature. Henley stated that this isn't even an issue between HIV Services and the agency. The contract between HIV Services and the Hospital District does not name individuals, it describes services to be delivered. Since Dr. Goodley works for the University of Texas (UT), resolution can only be negotiated between the Hospital District, UT and its employees. Vanech stated that the Council cannot deal with this situation. People might be concerned as individuals, but they cannot get involved as Council members.

Dr. Natalie Vanack, physician at UT, expressed concern that not all women being are given access to care at Thomas Street. She is concerned about undocumented women. Henley responded that Thomas Street Clinic is under the jurisdiction of state and Federal laws. Even though they receive Ryan White Title I money which can be used to serve undocumented individuals, the Hospital District might be limited by the state and others regarding whom they are allowed to serve. Vanech stated that the issue of undocumented clients has been discussed repeatedly and the Council is concerned about this issue. Garza invited Dr. Vaneck to attend the How to Best Meet the Needs process next year. Henley suggested that Dr. Vanech bring this issue up as a new idea in October requests for carry over and undesignated funds.

Christopher Schmitt: Please see attached comments about adding a fourth study to the Comprehensive Needs Assessment. Reeves asked if the function of the Steering Committee was to make drastic changes to committee work and then send the changes to Council without sending the work back to the committee. Williams, T. stated that the Steering Committee is allowed to do this. Normally, they send things back to committee, but occasionally due to time constraints or something of this nature, they move documents forward. This is the Council's process. To change the process, individuals need to make recommendations to the Operations Committee.

Dena Gray: Please see attached regarding adding a fourth study to the Comprehensive Needs Assessment. Walker asked what other studies did the committee review in order to make their decision. Gray stated that they reviewed the Needs Assessment in Communities of Color and some other items. Humphries asked if the committee reviewed any Epi data? Gray stated that there was substantial discussion before the voting was done. DeGuzman wanted to address Gray's statement about carryover funds being allocated for Transportation when HIV Services recommended against this. Priority and DeGuzman stated that the allocation was recommended knowing that the present provider would not be eligible to bid on the RFP. Petry stated that last year a Substance Abuse study was completed. Project LEAP needs to educate its members to the Council's Priority and Allocations Process. There was no

money taken from Project LEAP's FY01 allocation. Project LEAP is one of the few organizations that will receive level funding in FY02.

Gloria Rodriguez: Thomas Street facilitator, volunteer, and client. Rodriguez asked where can clients go when they are turned away? Hispanics have been denied because of eligibility issues. Wilson, who is the chair of Thomas Street Advisory Committee, assured Rodriguez that he will bring this issue up at next week's meeting.

### **Report from Standing Committees**

**Quality Assurance Committee:** Veronica Garza, Chair:

Outcome Measures/Quality Management: FYI: See attached quarterly report.

CPCDMS Subcommittee: FYI: See attached report. The next meeting is at 10:00 a.m. on Thursday, September 6, 2001.

Transportation Subcommittee: FYI: The next meeting will be at 2 p.m. on August 21, 2001.

Vanech asked the Council if he could move the Priority and Allocations Committee could give their report next. The Council agreed.

**Priority & Allocations Committee:** Michael DeGuzman, Chair:

Public Input Committee: FYI: See attached minutes from the 07-10-01 Public Hearing.

FY02 Allocations: *Motion: To accept the attached FY02 Allocations. Motion carried.*

FY02 Subcategory Allocations: *Motion: To accept the attached FY02 Subcategory Allocations. Discussion: Moya asked why there wasn't more money allotted to Transportation since the rural area is so large? DeGuzman responded that there was conflicting information between the transportation provider and HIV Services. The committee didn't want to throw a lot of money into the subcategory without more supportive data. Henley responded that when you look at the ratios of usage (80% urban and 22% rural) the allocations match. Abstention: Walker. Motion carried.*

FY02 Increase Scenario: *Motion: To accept the attached FY02 Increase Scenario. In the event of an increase, first the service categories associated with the Quality Management Program will receive their increase by priority order on down; then the Tier System will be implemented. Discussion: Reeves questioned why movement of funding was one way and the movement back was a different way? DeGuzman responded that the committee felt that priorities were more important in the increase scenario. Nays: Reeves, Jacobs, Springer. Motion carried.*

FY02 Decrease Scenario: *Motion: In FY02, the Council will use the FY0J decrease scenario (i.e. all categories share the same percent decrease as the decrease for the total grant) for all service categories except Outpatient Primary Care, which is to receive no decrease. Discussion: Reeves again voiced the lack of consistency with movement of funds. DeGuzman explained that the committee did take a look at excluding other categories but so many categories have very small budgets and having to decrease their funding would have had a severe impact on them. Abstention: Morse, Williams, L. Motion carried.*

FY02 CBC Allocations: *Motion: To accept the FY02 CBC Allocations. Discussion: Osei-Frimpong asked why the HE/RR African-American subcategory was reduced? DeGuzman responded that the funding is still there. It is being supported with general funds. **Motion carried.***

Requests for Allocation Increases: *Motion: To accept the attached Recommendations for FY01 allocation increase using FY00 carryover and FY01 unspent funds. Discussion: Williams, L., asked why the LEAP request was not funded? DeGuzman responded that HRSA mandates the Council to focus on medical care first. The committee struggled with this question and there was not enough support to cut other services in order to fund the LEAP request. Henley added that the request can be re-submitted in October. Petry pointed out that LEAP classes had already begun and medical needs are more important. Henley stated that a recommendation for a third LEAP class never made it out of the How to Best Meet the Needs Process. Abstentions: Humphries, Reeves, Jacobs, Walker. **Motion carried.***

Henley stated that when he prepares the budget for the HRSA grant he will ask DeGuzman for a 5% increase scenario.

DeGuzman stated that the Priority and Allocations Committee is actively searching for a female participant. Those interested should contact Vanech.

**Comprehensive HIV Planning Committee:** Emily Reeves, Member, reported on the following:  
Needs Assessment Subcommittee: *Motion: Accept the attached Methodology for the FY02 Needs Assessment (the Special Studies are to be voted on in a separate motion). **Motion carried.***

Needs Assessment Motion: *It was moved and seconded (Humphries, Navarro) to add a fourth Special Study to the FY02 Comprehensive Needs Assessment. This fourth study will look at African American MSM's and will be funded from unspent personnel funds in the FY01 Office of Support budget. (See attached letter from Council Members Downes and DeCorte) Discussion: DeGuzman asked for the tallies on the committee votes for all special studies: Incarcerated: 13 votes, Youth: 11 votes, Women: 8 votes, Substance Abuse: 7 votes, AA MSM's: 5 votes. Humphries called for the question. Motion carried. Abstentions: DeGuzman, Garza, Reynolds, Simmons, Reeves. **Motion carried.***

Needs Assessment Subcommittee: FYI: See the attached Timeline for the FY02 Needs Assessment.

Updated Epi Report: *Motion: To accept the attached 02/01 Epi Report. **Motion carried.***

JCPC: No report.

Housing Technical Assistance: FYI: Vanech reported that he has sent a letter to Council Woman Annise Parker requesting her assistance in developing a bond with HOPWA. Walker asked about the status of the Council's HOPWA representative? Williams, T., responded that a letter regarding his lack of attendance is being sent to this individual.

**Administrative Assessment Committee:** John Humphries, Chair:

Committee Reorganization: FYI: The committee does not wish to reorganize at this time.

Evaluation of the Administrative Agent: FYI: The committee has completed their annual evaluation of the Administrative Agent. See attached.

Reports from the Administrative Agent: FYI: See the attached reports regarding: Procurement, Expenditure, and Administrative Cost.

Service Effectiveness Studies: *Motion: To accept the attached Service Effectiveness Studies regarding: Medication, Pediatric Day Care, and Adult Day Care. Motion carried.*

**Advances in Meds/Treatments:** Steve Walker, Chair gave the following report:

General Update: FYI: See the attached slide presentation on Hepatitis C and HIV in Houston by Kaye Reynolds, HIV/AIDS Surveillance Coordinator, City of Houston Health Department. Walker asked for volunteers for two up-coming Fairs: Martinez volunteered to help at the Fiestas Patrias Hospitality Festival which is being held Saturday, September 15, 2001. Empower is being held Sunday, October 14, 2001. Volunteers are still being sought to help.

**Affected Community Committee:** Skeet Boyle, Chair, gave the following report:

General Update: FYI: This committee continues to work on improving the Blue Book and sent a representative to sit on the panel for The Public Hearing. Jacobs asked when the 2001 Blue Book would be coming out? Williams, T., responded that the 2001 Blue Book should be coming out sometime in September.

**Operations Committee:** Veronica Jacobs gave the following report:

Office of Support Pay Scales: *Motion: To keep the Health Planner position's salary at \$45,000 for FY01 and raise the scale to \$46,200 for FY02. Since these figures have already been incorporated into the FY02 budget from the Priorities and Allocations Committee, there is no need to vote on this motion.*

Nominating Committee: FYI: This committee is interviewing candidates. The Council needs more consumer candidates from communities of color.

Revisions to Bylaws, Policies & Procedures: FYI: The committee is still working on these and will present their recommended changes as a complete packet in the near future. Williams, T., stated that additional recommendations need to be forwarded to the Operations Committee by Monday since they will be meeting then. Lahart asked how opening there would be on the Council in December. Williams, T., responded that Brudner will send letters out to those whose terms are expiring. The response to these letters will let us know the number of openings there will be.

**Report from Office of Support:** Tori Williams, Manager, see attached. Williams thanked everyone for their hard work this year.

**Report from HIV Services:** Charles Henley, Director, HIV Services, HCHD, see attached. Henley complimented the Priority and Allocations Committee and other committees for their hard work. He stated that everything is ready for the grant except that HIV Services has not received the guidance from HRSA.

## **Old Business**

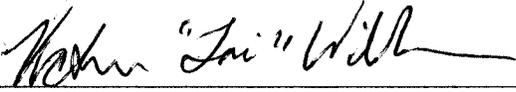
TDH Restructuring: See Henley's HIV Services report.

Quarterly Committee Reports: FYI

**New Business: None.**

**Adjournment:** *Motion: it was moved and seconded (Walker, Evans-Thomas) to adjourn the meeting at 2:00 p.m. Motion carried.*

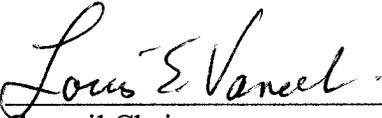
Submitted by:



Tori Williams, Manager

8/30/01  
Date

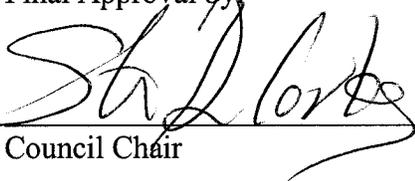
Draft Certified by:



Council Chair

8/30/01  
Date

Final Approval by:



Council Chair

9-13-01  
Date